

June 16, 2005

Chief Name
Police Department
Address
City, State, Zip

Dear _____:

I am writing to provide you with an update on the status of implementation of the Racial and Gender Profiling law and to ask for your help in finalizing plans for the rollout. Since the time of my letter to you in May, we have launched our officer training program and have made the training materials available electronically. My staff and I have also attended a number of chief meetings around the state to talk about this project.

A number of concerns were raised that I'd like to address.

- “July 1 is too soon” was a comment we heard consistently. Based on what we know from both previous implementation efforts for new data collection here and in other jurisdictions, during the first few months after implementing any change there is a learning curve, and data quality improves over time. To address this issue, we recommend that you begin data collection in July on a trial basis through the end of August. During August, we will publish a Lessons Learned document to help clarify issues that are raised as you roll this out to your officers. We recommend that you begin your year of data collection on September 1, using what you learn during the training period and from the additional materials we provide in August.
- “There aren’t enough trainings” was a comment we heard frequently. A total of twelve training dates were announced for June. In response to this comment, we are adding training dates in late June and into July to accommodate schedule conflicts such as other meetings or vacation time. Please watch our website for additional dates as the times and locations are finalized. As before, to sign up for training, please contact Sgt. Peter DiDomenica at the State Police at peter.didomenica@pol.state.ma.us.

As a reminder, the launch of availability for the paper forms in July will coincide with the launch of a software application that is free to all police departments. Our Chief Information Officer, Jim Slater, sent a letter to you recently describing the system and how to access it. If you have questions on the system, Jim can be reached at james.slater@state.ma.us.

In closing, I ask for your help. We have already had a significant response from police chiefs looking to use the data collection instrument developed by the law enforcement group, and it appears that the majority of departments that are required to collect additional traffic stop data will use this form. That being said, many police chiefs did not reply to my first letter but have sent officers to training or have, when asked, indicated that they intend to use the form. If you have not already let us know officially, please take a moment to answer the request form attached so that we can have a more complete understanding of which communities are and are not planning to use the form. I thank you in advance for your reply.

Sincerely,

A handwritten signature in black ink, reading "Edward A. Flynn". The signature is fluid and cursive, with a long horizontal stroke at the end.

Edward A. Flynn
Secretary of Public Safety

**Traffic Stop Data Collection
Response Form
June, 2005**

Community name: _____

Chief name: _____

Check the box that applies below:

- ☐ I have chosen to use the state provided forms to collect data on traffic stops.
- ☐ I will collect the data using a different method.
- ☐ My community is not required to collect the data and I choose not to collect traffic stop data at this time.

I would like to order _____ (#) forms for the purpose of traffic stop data collection.

Chief signature: _____

Date: _____

PLEASE FAX YOUR COMPLETED FORM TO TRACY BROWN AT (617)727-4764. IF YOU HAVE ALREADY NOTIFIED THE EOPS ABOUT YOUR INTENT TO USE THE STATE FORM AND HAVE SUBMITTED A REQUEST FOR THE NUMBER OF FORMS NEEDED BY YOUR DEPARTMENT, YOU DO NOT NEED TO SUBMIT THIS FORM.